

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Tax Auditor

Classification: Tax Auditor, Range A & B

Location Los Angeles

Section/Unit: Audit Division / Various Units

Salary Range: \$3,106-\$4,903

Number of Vacancies: 1-5

Job Description: (includes typical duties)

Under the direction of an administrator, the Tax Auditor:

- ~conducts the least to moderately difficult audits.
- ~independently plans and organizes multiple audits to complete them in an efficient manner as outlined in our regulations.
- ~obtains and analyzes facts and makes appropriate determinations that are fair and impartial.
- ~conducts research of various sources.
- ~communicates findings in writing and verbally in a complete and concise manner.

Required Knowledge, Skills, Abilities:

- ~Excellent written and verbal communication skills and strong interpersonal skills to obtain cooperation from taxpayers and representatives.
- ~Strong analytical skills, including the ability to analyze information and draw sound, well documented conclusions.
- ~Good organization and time management skills.
- ~Ability to be flexible in response to changing workloads and priorities.
- ~Ability to work both independently and in a team environment.
- ~Ability to gather information from multiple sources, understand and interpret tax law, contracts, and documents and make appropriate recommendations.
- ~Willing to travel to conduct field audits.

Desirable Experience/Qualifications:

- ~Energetic with a positive attitude.
- ~Working knowledge of tax law.
- ~Proficient in tax law and general research.
- ~Experience working with income taxes.

Mail or hand deliver your application by: Until Filled Telephone Number: (213) 897-5254

Address: Franchise Tax Board, 300 S. Spring St. Ste 5704 Los Angeles, CA 90013 Attn: Kathy Miya

Please submit a State application form 678 and a statement of qualifications or resume that demonstrates meeting the required knowledge, skills, and abilities. **EXEMPT FROM HIRING FREEZE.**

To be eligible for this position, you must have competed in the Franchise Tax Board Tax Auditor exam within the past 12 months or already be appointed to a Tax Auditor (or equivalent) position within another state agency. Applicants must meet Required Knowledge, Skills & Abilities requirement. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

"California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB."

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.